

TARDINESS

EFFECTIVE DATE:
November 1, 2006ORIGINATION DATE:
November 1, 2006

As shown in SOP #10 Hours of Work, at the start of your assigned **normal work day** you must punch in to verify the fact that you are in by your **normal work time**. Any time you arrive after your **normal work time** an employee is considered late. If you do not punch after your normal work time, you may be subject to disciplinary action as outlined in the CBA. When you punch in anytime after your normal work time you will be considered late and subject to possible disciplinary action.

Foremen are to include on their daily reports the names of all employees who are late or do not punch their time cards at the start of the day.

To avoid misunderstanding, sick time can not be used when late without prior notice/authorization (i.e. doctors appointment.) Personal time may be used in 1 hour increments, there will be no other allowable leave time permitted for being late.

If the employee exhausts all of their personal time and is late, he or she must request, in writing, to be issued a "no pay" status through the Directors office. This must be approved by the Town Manager. If permission is not received prior to the no pay status the employee may be subject to disciplinary action as outlined in the CBA.

The payroll system is governed by the quarter hour system; therefore, a punch on a time card that is 8 minutes past the previous quarter hour dictates compensation or necessitates an approved leave request form. See SOP #12 "Employee Request Forms" for proper procedure of filling out the appropriate forms.